

Quick Tip Sheet ~ FY 08 Fiscal Report

Please use this sheet to complete your Fiscal Year 08 Year End Report. The following directions are to assist in completion of that form. Contact Jennifer Moore or Brenda Stansbury for assistance. 410.260.3618 or 140.260.3615

Section Identification: Above the dotted line – Top of the form

All identifying information must be completed:

Example: Drug Court Name: ABC Circuit Adult Drug Court
Full Address
City, State, Zip
Telephone:

Grant Number:
Coordinator Name:
Court Admin / Admin Clerk Name:

Award Period: July, 2007 - June 30, 2008
Fiscal Period: FY 2008
Date Submitted:
Leave all other areas above the dotted line blank

Do not enter any data into the columns on the right side of the top section (direct, indirect, total costs)

Section Identification: Below the dotted line – Bottom of the form

Example:

- Column 1 - Line Item Codes: All codes should reflect the chart the OPSC provided upon award of the grant
- Column 2 - Line Item Description: Use the exact name as awarded in the Grant.
- Column 3 - FY 08 OPSC, Approved Award: Write the exact *award* provided for FY 08
- Column 4 - Local Match: Itemize all local funding that was included or contributed to the grant by the local government (Circuit Court Only) (cash matches, benefits cost, etc)
- Column 5 - Other Grants: Itemize all outside grant funding. (i.e.: SHA, GOCCP, Fed, LMB grants)

Write the name of the Grantor in the Line Item Description Column; include the totals in the "Other Grants column".

- Column 6 - Total Program Cost: Add Columns – 3 – 5 to get the Total Program Cost. This is not an automatic calculator.
- Column 7 - Returned to Judiciary: List the amount of funds that the County returned to the Judiciary. (Circuit Court Only)
- Column 8 – 11: Complete the four columns to accurately report the expenditures per quarter. The columns will automatically add down the column.

If you need assistance with the excel spreadsheet please contact Brenda Stansbury at 410.260.3615.
Do not alter the format of these documents. All copies forwarded to the OPSC shall be sent by US Postal Service or email.